



Judicial Council of California
Administrative Office of the Courts

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POLICY NUMBER: AOC APPENDIX B

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2004 California Rules of Court

Rule 6.703. Acceptance of credit cards by trial courts

(a) [Delegation of authority to Administrative Director of the Courts] The Administrative Director of the Courts is authorized, under rule 6.80, to approve on behalf of the Judicial Council requests from the trial courts to accept credit cards for the payment of court fees or to impose a charge for the use of credit cards. The authority is given to the Judicial Council by Government Code section 6159.

(b) [Standards for use of credit cards] The Administrative Director is authorized to approve requests under subdivision (a) for acceptance of credit cards if all of the following are true:

(1) The court either (i) imposes a fee for the use of the credit card, (ii) demonstrates that the cost of acceptance of credit cards is not greater than the cost of acceptance of other means of payment of fees, or (iii) demonstrates that it can absorb the cost of the acceptance of the credit card.

(2) The court has obtained a credit card acceptance contract that is competitive with other possible contracts the court could obtain.

(3) The court provides alternative means for a person to pay court fees.

(c) [Standards for charge for the use of credit cards] The Administrative Director is authorized to approve requests under subdivision (a) for the imposition of a charge for the use of credit cards if both of the following are true:

(1) The proposed fee is not greater than the cost for acceptance of a credit card; and

(2) The proposed fee would not result in an undue hardship on people wishing to use credit cards for payment of fees.



(d) [Referral to Judicial Council] The Administrative Director may refer any request under subdivision (a) to the Judicial Council for its action.

(e) [Existing approvals ratified] The approval of any board of supervisors for any trial court to accept credit cards or charge a fee for the use of credit cards that was effective as of December 31, 1999 is ratified by the council as of January 1, 2000.

Rule 6.703 adopted effective January 1, 2000.

Drafter's Notes

2000-New rule 6.703 (1) recognizes existing county approvals allowing acceptance of credit cards by trial courts for court fees; (2) delegates to the Administrative Director the authority to approve new applications to accept credit cards; and (3) sets standards for the Director's approval.



2002 California Rules of Court

Rule 6.707. Trial Court Financial Policies and Procedures

(a) [AOC adoption of financial policies and procedures] The Administrative Office of the Courts must prepare and adopt a financial policies and procedures manual for the trial courts (the "*Trial Court Financial Policies and Procedures Manual*"), consistent with the rules of court and policies adopted by the Judicial Council. The manual must include, but is not limited to, accounting standards for trial courts and policies and procedures for procurement and contracting by trial courts. These policies and procedures must not modify trial courts' existing authority to procure, contract for, or use goods or services or the requirement that a court have authorized funding available in order to procure or contract for any good or service.

(b) [Comment period for financial policies and procedures] Before issuing or amending the *Trial Court Financial Policies and Procedures Manual*, the Administrative Office of the Courts must make it available for comment from the trial courts and from the Department of Finance and the State Controller's Office for 30 days.



(c) [Date of adherence to financial policies and procedures] Trial courts must adhere to the requirements contained in the *Trial Court Financial Policies and Procedures Manual*, except as otherwise provided in the manual, effective July 1, 2001, or 90 days after the manual is first adopted, whichever is later. Trial courts must not be required to adhere to any amendment to the manual sooner than 60 days after the amendment is adopted.

Rule 6.707 adopted effective January 1, 2001.

Drafter's Notes

2001-To assist courts in developing financial procedures and policies, and to create more uniform standards statewide, rule 6.707 requires the Administrative Offices of the Courts to adopt the *Trial Court Financial Policies and Procedures Manual*. The rule requires that trial courts have the opportunity to comment on the draft manual and any proposed changes to it. Courts will not be required to comply with the manual until July 1, 2001, or 90 days after it is issued, whichever is later, and courts will not be required to comply with any amendment to the manual sooner than 60 days after the amendment is adopted.